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Revision Responsibility: Vice President for Academic Affairs  
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference:

## **PURPOSE**

To define faculty professional development, delineate responsibility, and establish the role of the College to support faculty professional development.

## **POLICY**

- I. Faculty are expected to take the initiative to remain current with their respective disciplines, teaching pedagogies, technology, and advising practices. The College supports these efforts through its leave, travel, and educational support policies, and to the extent permitted by available funding.
- II. As part of the evaluation process, all faculty are expected to develop goals related to their job performance and professional growth and development for the coming year. These goals must:
  - A. Be agreed to by the division dean,
  - B. Be clearly related to the individual's discipline, teaching, advising, and/or other assigned responsibilities,
  - C. Address, as appropriate, any professional development requisites identified during the faculty member's previous evaluation, and
  - D. Take into consideration College, department, and/or division priorities.
- III. Evaluation of progress on the professional development goals is to be a part of each individual's annual faculty evaluation. If circumstances necessitate a change over the course of the year, the goals must be renegotiated with the division dean.
- IV. Deans, as budget managers, are responsible for allocation of available funds. Requests may require approval by the vice president for academic affairs and/or president depending on the total amount of the expense and if the location is out of state. Recommendations for funding will be based on the following criteria:
  - A. Participation in professional organizations as an officer, committee member, or presenter.

- B. Participation in activities or attendance at conferences that will directly contribute to achievement of (1) Institution, (2) instructional area, or (3) division/department priorities, in that order.
- C. Attendance at professional conferences, workshops, etc. which will enhance the faculty member's ability to perform his or her assigned duties.

## **PROCEDURES**

- I. Goals for the coming year will be identified by the faculty member and negotiated with the division dean during the faculty member's annual evaluation conference.
- II. The division dean will prioritize proposed professional development requests based on the following:
  - A. Available funding.
  - B. Enhancement of teaching and other assigned duties.
  - C. Potential for contribution to Institutional professional development.
  - D. Potential for individual professional growth.
  - E. Advancement of existing knowledge or skills.
- III. In consultation with the faculty member and identified goals, the division dean will determine how information and/or skills gained will be shared with other faculty and staff.

*Revised August 2019*